

22 June 1977

MEMORANDUM FOR: [REDACTED] STAT
P&PD Systems Staff
FROM : [REDACTED] STAT
Chief, Micrographics Program Branch
SUBJECT : Comments on Draft Consolidation Paper, dated 21 June 1977.

[REDACTED] STAT

We are very close to agreeing on a paper that we can jointly send forward. The only disagreement at this time seems to be the timing on the rearrangement of the systems/management personnel. I think it needs to be made clear that the consolidation of the production facility must come first and I have drafted a revised paragraph reflecting that.

There are some other minor changes in the future division of responsibility that I have noted. On the personnel savings, attachment A, I think you should put a statement to the effect that the salaries shown are based on the middle step of the position and not necessarily actual salary of the incumbent.

If you can agree on this minor rewording, I am ready to recommend to C/ISAS that we proceed.

[REDACTED]

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B. Systems Analysts1A. P&PD Systems Staff

There are now 8 people (1-P&PD, 1-DDI, 2-DDO, 2-ISAS, 1-Manager and 1 Clerical in ISAS) involved with micrographics coordination and systems work in the Agency. Unlike the production activities where we have hard figures to work with, the degree of the systems work, management, and coordination is difficult to assess until after the production facilities have been combined. We feel that the systems analysts in the DDI and the DDO could probably be eliminated after the consolidation of the production facilities. Also there would need to be some realignment of the manpower in P&PD and ISAS, however it is impossible at this time to make a determination on what positions could be rearranged. It is a possibility that the user training will be incorporated into an overall Records Management Training Program conducted by OTR. Another factor would be elimination of the equipment display and management program. These actions would of course affect the personnel requirements in any future realignment.

B. Since the clerical position in MPB/ISAS would continue to be needed in MPB, a clerical position from the production consolidation would be needed for the P&PD micrographics systems analyst.

C. 1A. Design and implement micrographics systems and applications that have been approved by the Agency Micrographics Officer (C/MPB).

1F. Perform a continuing review of all existing applications to assure they are still being produced by the most cost effective method.

1G. Participate in the user training programs conducted by the Agency Micrographics Officer.

1J. Participate with the Agency Micrographics Officer in establishing, coordinating and publishing standards, guides, and handbooks as they pertain to the production of micrographics.

1K. Represent the Agency on external committees, groups, and task forces concerned with the production of micrographics.

2. Agency Micrographics Officer

The Agency Micrographics Officer would remain in ISAS as C/M&WPB. The number of personnel required for the micrographics management activity in MPB cannot be determined until after the consolidation of the production facilities and the realignment of other activities as stated above.

2AB 1G. Perform a continuing review of all existing applications to assure that they are cost effective and that the original benefits are being derived.

3. Summary (add to paragraph 1)

There is a potential for tremendous savings in the future as the Agency develops new and more sophisticated information and retrieval systems that involve the use of micrographics.